

COVID19: Spring 2022 Risk Assessment and Action Plan V4.6

SCHOOL NAME: Crofton School

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DATE: Updated February 2022



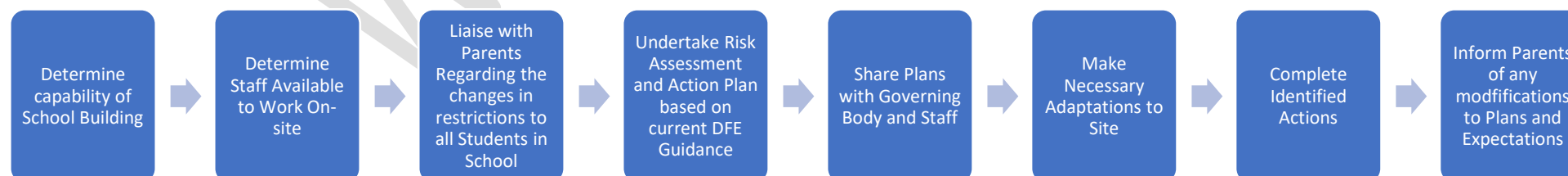
Purpose of this document:

This COVID19: Risk Assessment and Action Plan document sets out the decisions taken and measures put in place to prepare for the full re-opening of the school and ensure the school continues to operate in a safe way.

Existing policies and guidance continue to apply alongside the actions within this document, including but not limited to:

- Health and Safety Policy
- First Aid Policy
- Child Protection Policy
- Vulnerable Student Communication Plan
- DFE Guidance relating to COVID19
- Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013
- The Health Protection (Notification) Regulations 2010
- Public Health England (PHE) (2017) 'Health protection in schools and other childcare facilities'

Steps of Preparation based on current Government/Local Authority Guidelines (Spring 2022):



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Theme	Control Measures	Risk to Implementation	Risk Level Pre-Action	Action Required / Decision Made	Action Completed Date	Risk Level Post-Action
Preparing Buildings and Facilities	<p>Premises and utilities have been health and safety checked and building is compliant.</p> <ul style="list-style-type: none"> • Water treatments • Fire alarm testing • Repairs • Grass cutting • PAT testing • Fridges and freezers • Boiler/ heating servicing • Internet services • Any other statutory inspections • Insurance covers reopening arrangements 	<p><i>Operational Staff unavailable due to testing positive or having to isolate/shield</i></p> <p><i>Contractors Unavailable</i></p>	<p><i>H</i></p> <p><i>M</i></p>	<p>Manage work flow according to staff availability – Utilise other staff or temp staff to fill any gaps</p> <p><i>General H&S Inspection has been carried out whilst on site.</i></p> <p><i>Evidence that Site Contractors are available and have been on site. Works have been programmed in and no evidence that this will not be able to be completed. Remain in contact with Contractors to identify any potential issues</i></p>	<p><i>When necessary</i></p> <p><i>Monthly checks in place</i></p> <p><i>Ongoing</i></p>	<p><i>M</i></p> <p><i>L</i></p> <p><i>L</i></p> <p><i>L</i></p>
	Office spaces re-designed to allow office-based staff to work safely.	<i>Office does not allow for adequate space between</i>	<i>M</i>	Current Guidelines state staff can return to standard working practices. In		<i>L</i>

		<i>staff members, no windows for ventilation.</i>		extreme circumstances (Offices with no ventilation) we are monitoring 2m distancing advised for all staff	Updated Sept 2021	L
	Entry and exit routes to the school are in place, any physical changes and/or signage required to allow social distancing are in place.	<i>Bottlenecks likely at entrance to school. Social distancing unlikely to be maintained.</i>	M	Entry and Exits to school are returning to normal. Times have been checked with Baycroft to ensure no clash of times for both entry and exits Revised one-way system in place with new signage	Updated Sept 2021	L
	Consideration given to premises lettings and approach in place.	<i>Cannot be let and reassembled with sufficient time for cleaning in between.</i>	M	<i>Lettings back in place for main users with extra cleaning and organisations providing basic risk assessments.</i>	Updated Sept 2021	L
	Consideration given to the arrangements for any deliveries.	<i>What if delivery driver does not know procedure</i>	M	<i>Direct via intercom to deliver around back of school. No students in this area. Social distancing is possible due to space available</i>	<i>Ongoing, Current process working</i> Checked Sept 2021	L
Emergency Evacuations	Evacuation routes are confirmed, and signage accurately reflects these. <i>NB In the event of emergency the priority is getting out of the</i>	<i>Current evacuation routes would cause multiple groups of people to come into contact. More appropriate alternatives are possible.</i>	M	<i>Whole School Evacuation procedure reinstated.</i> <i>Coordinator system updated</i>	All actions checked for Sept 2021	L

	<p><i>building calmly regardless of social distancing.</i></p> <p>Consideration given to Register Coordinators to be reassigned according to available persons.</p> <p>Arrangements in place to support individuals with reduced mobility including cover arrangements in the case of reduced numbers of staff.</p>			<p><i>As above, whole school evacuation has been reinstated. Existing arrangements regarding individuals with reduced mobility also reinstated</i></p> <p>Fire Drills back to regular escape routes however Lockdown Muster points still in use so Key stage 4 on Astro and Key stage 3 on Tennis courts</p>		<p>L</p> <p>L</p> <p>L</p>
<p>Cleaning and waste disposal</p>	<p>Enhanced cleaning regime is in place in line with <u>COVID19: Cleaning in non healthcare settings guidance.</u></p> <p>Utilise most up to date guidance from PHE/DFE regarding Cleaning & Hygiene .</p>			<p><i>Enhanced cleaning schedule implemented throughout the site, ensuring that contact points, worksurfaces, door handles, taps etc. are all thoroughly cleaned and disinfected at least 3 times per day. Classrooms cleaned before every new lesson.</i></p> <p><i>Hand towels and handwash are to be checked and replaced as needed by Site Team and cleaning staff</i></p> <p><i>Enhanced cleaning regime for toilet facilities</i></p>	<p>Checked Sept 2021</p>	<p>L</p>

				<p><i>particularly door handles, locks and toilet flush.</i></p> <p><i>New solution implemented Sept 2020. Electroclean Spraying of whole site once a month</i></p> <p><i>All measures still in place for new term Sept 2021</i></p>		
	Capacity of cleaning staff is adequate to enable enhanced cleaning regime.			<p><i>Cleaning Staff back to full strength and covering extra hours to fulfil Covid Cleaning requirements</i></p> <p><i>Utilising Contract Cleaning Company to provide cover for staff</i></p> <p><i>Enhanced cleaning of frequently touched surfaces</i></p>	<p><i>Sept 2021</i></p> <p><i>ongoing to fill gaps</i></p>	<i>L</i>
	<p>Adequate cleaning supplies and facilities around the school are in place.</p> <p>Arrangements for longer-term continual supplies are also in place.</p>	<p><i>No hand sanitiser for visitors to reception.</i></p> <p><i>Stock availability of Sanitiser/Wipes/ Anti Bac spray/ Soap</i></p> <p><i>Financial restrictions. Budget available to keep replacing these items</i></p>	<p><i>M</i></p> <p><i>M</i></p> <p><i>M</i></p>	<p><i>Hand sanitiser available across school site including all classrooms and newly fitted dispensers</i></p> <p><i>Stock check and ordering schedule reviewed and order made.</i></p>	<p><i>Ongoing review</i></p>	<p><i>L</i></p> <p><i>L</i></p>

				<p><i>Review spend of Covid related items on regular basis</i></p> <p><i>Additional Dispensers potentially added outside classrooms</i></p> <p><i>Ticketing system for site team to ensure requests for replacements are efficiently processed</i></p>	Ongoing	L
	Sufficient time is available for the enhanced cleaning regime to take place.		M	<i>Cleaning regime simplified and able to be carried out as part of working day</i>	Ongoing.	L
	Waste disposal process in place for potentially contaminated waste.			<p><i>Waste bags and containers - kept closed and stored separately from communal waste for 72 hours</i></p> <p><i>Waste collections made when the minimum number of persons are on site (i.e. after normal opening hours). Collection area for Bins in non-populated area other than arrival and finish times.</i></p>	<p><i>Ongoing (No break in service)</i></p> <p><i>Checked Sept 2021</i></p>	L

Classrooms	The number of staff and Students that can use each room at any one time has been determined according to the physical capacity of the school site.			<p><i>Maximum Occupancy in Meeting Rooms being maintained</i></p> <p><i>Classrooms are reverting back to normal working practices.</i></p>	<p>Sept 2021</p> <p>Sept 2021</p>	L
	Classrooms have been re/arranged to allow as much space between individuals as practical.	<i>Teachers based in single classrooms therefore potential impact of those rooms where ventilation / distancing a challenge may impact disproportionately on individual staff</i>		<i>Classroom set up back to normal working practices or can maintain front facing dependent on how Teacher feels. 2m distancing advised where possible is students are sat face to face</i>	<p>Ongoing</p> <p>Checked Sept 2021</p>	L
	Classroom entry and exit routes have been determined and appropriate signage in place.	<i>Potential for greater contact between year groups at changeover times now not taught in zones</i>	M	<p><i>One way and Zone system set up and classrooms chosen which will reduce traffic</i></p> <p><i>One way system retained and in place with signage and active staff supervision plan. This will remain in place for Autumn Term 2021</i></p>	<p>Complete</p> <p>In place for Sept 2021</p>	L L

Staffing	<p>Staffing numbers required for entire cohort have been determined including support staff such as facilities, IT, and office/admin staff.</p> <p>Including at least one of the following:</p> <ul style="list-style-type: none"> • Registered First aider • Designated Safeguarding Lead (DSL) • SENCO • Caretaker/site member • Office staff member 	<i>Welfare Officer / First Aider unable to work on site due to Covid-19</i>	<i>H</i>	<p><i>Daily monitoring of staff availability based on current guidelines</i></p> <p><i>Arrange Paediatric First Aid cover based on other members of staff with First Aid training. Rota set up for cover in all areas mentioned</i></p>	<i>Ongoing</i>	<i>M</i>	
	<p>Approach to staff absence reporting and recording in place. All staff aware.</p>			<i>H</i>	<p><i>Has been in place since beginning of Lockdown and will continue. Daily updates provided by HR Team</i></p>	<i>Ongoing</i>	<i>L</i>
	<p>Arrangements for staff who are working from home are in place (including those shielded, clinically vulnerable and/or living with someone in these groups). This decision based on most up to date guidelines</p> <p>Communication arrangements are in place with those staff and their role in continuing to support the working of the school is clear.</p>				<p><i>Constant communication via Heads Update. Line Management structures are in place with remote meetings in place where face to face is not possible. SLT meeting twice a week. Line Management areas covered by SLT Link</i></p> <p><i>Keep measures in place however shielding or clinically vulnerable not in guidance (Sept 21)</i></p>	<i>Ongoing</i>	<i>L</i>

	Plans to respond to increased sickness levels are in place. Cover arrangements determined (including leaders and safeguarding designated leads) – on a weekly rather than daily basis to minimise contacts.			<i>Monitoring on Daily Basis by HR. Information shared with SLT.</i>	<i>Process is ongoing</i>	<i>L</i>
	Arrangements for accessing testing, if and when necessary, are in place. Staff are clear on returning to work guidance.	<i>Availability of Testing or knowledge on where to test</i>	<i>M</i>	<i>New Flow Chart provided by PHE regarding Testing and suspected cases. Will be made available to all staff.</i>	Sept 21 Still valid	<i>L</i>
	‘Return to school’ procedures are clear for all staff.	<i>Staff unclear on/do not apply revised expectation for supervision on lesson changeovers</i>	<i>M</i>	<i>Staff Handbook updated based on guidance. Expectations communicated in advance to students / parents / staff</i>	<i>Updated Sept 21</i>	<i>M</i>
	Any staff contracts that need to be issued, extended or amended considering the current situation have been.			<i>HR have been fully operational and have dealt contractual updates or changes</i>	<i>Ongoing</i>	<i>L</i>
	Any HR processes that were in-train prior to or put on hold due to the COVID19 emergency, have been appropriately resolved.					<i>L</i>
	Arrangements in place for any visitors/ contractors on site, protocols and expectations shared. NB: Their employer may require them to wear PPE. This should be			<i>Check with the contractor any requirements their employer has specified before visit. Share school protocols.</i>	<i>Ongoing</i>	<i>L</i>

	documented as part of the risk assessment carried out by the Contractor.					
	Arrangements in place for any externally employed adults delivering learning in school e.g. sports coaches, music tutors. Protocols and expectations shared.			<i>Share amended procedures, obtain their assessments outlining controls, e.g. only offering limited activities which maintain distancing, all equipment stringently cleaned.</i>	<i>Ongoing</i>	<i>L</i>
Group Sizes	Class groups have been determined on the basis of consistent groups of Students, that can remain separate from other people and groups. Up to a whole year group bubble as per recent Gov advice July 2020			<i>Government Guidance states a return to normal class sizes.</i> <i>School still monitoring numbers for Assemblies or Staff Meetings going remote where applicable</i>	<i>Updated Sept 21</i>	<i>L</i>
Social Distancing	Arrangements for social distancing in place to consider: <ul style="list-style-type: none"> • A specific school drop off time plus staggered release times and multiple locations (if possible) • Staggered or limited amounts of moving around the school/ corridors • Classroom design 			<i>Social distancing restrictions removed from current guidelines.</i> <ul style="list-style-type: none"> • <i>Normal Timetable resumed, start and finish times</i> • <i>Zones retained for break and lunchtimes</i> • <i>Field will continue to be open (Weather permitting)</i> 	<i>Updated Sept 21</i>	

	<ul style="list-style-type: none"> • Lunch times staggered. Plans for social distancing during these times in place, such as when queuing for lunches • Toilet arrangements 			<ul style="list-style-type: none"> • <i>One-way system maintained around school</i> • <i>Winter Zones established now field has been closed. Students still expected to be kept in separate areas reducing mixing to a minimum</i> • <i>Allocated Toilet facilities for each year group reintroduced for end of Autumn Term</i> 	<p><i>Reviewed and still in place Feb 22</i></p>	
	<p>Approach to avoiding children and young people entering school congregating and breaching social distancing is in place.</p>			<p><i>Social Distancing restrictions removed from current guidance but Crofton will continue to adhere to certain measures over next half term,</i></p> <ul style="list-style-type: none"> • <i>One Way System in place to reduce congestion</i> • <i>Students will remain outside during break and lunchtimes unless weather dictates otherwise</i> • <i>Canteen will remain closed for eating for mixed year groups and</i> 	<p><i>Jan 22</i></p>	<p>L</p>

				<i>just serving only and Year 11 allowed to eat in canteen</i>		
	Approach to assemblies – if still occurring, plan in place to manage social distancing.			<i>Based on current guidelines assemblies can now occur. Trialling live Assemblies 2nd Sept 2021 with distancing measures for tutor groups</i> <i>Both Main Hall and Sports Hall will be used</i>	Sept 21	L
	Social distancing / Systems of Control action plan communicated with parents, including approach to breaches.			<i>Communication of controls and required behaviour of Students carried out by SHN</i> <i>Amendment to current Behaviour Policy setting on site expectations during these restrictions</i>	<i>Ongoing as in place for current operation</i>	L
	Arrangements in place for the use of the outdoor areas, including equipment. NB: outdoor equipment should not be used unless it is appropriately cleaned between groups of children and young people using it, and that multiple groups do not use it simultaneously.			<i>Designated zone to each Year Group for break and lunch times.</i>	<i>Still valid Sept 21</i>	L
Catering	Arrangements in place to provide food to Students on site, including the requirement of universal free school meals.	<i>School kitchen has been closed.</i>	<i>M</i>	<i>School Canteen open and will provide hot or cold meals for children.</i>		L

		<p><i>Catering staff unable to return to work onsite.</i></p> <p><i>Number of students requiring access to Canteen at one time.</i></p>	H	<p><i>HC3S are 3rd Party Contractors. Can provide appropriate staff</i></p> <p><i>Reduced menu with hot options which can be presented in tubs with lids</i></p> <p><i>Business as usual from Sept 1st. Will monitor situation to see if previous measures need to be introduced to prevent risk in the canteen</i></p>	Updated Sept 21	L
	Arrangements for the continued provision of FSMs for children not attending school are in place.			Continuing the current provision	Ongoing	L
PPE	<p>PPE requirements understood and appropriate supplies in place. Long term approach to obtaining adequate PPE supplies in place.</p> <p>Guidance regarding Face Coverings and Face Shields</p>	<p><i>Is PPE Available?</i></p> <p><i>Clear guidance for both staff and students</i></p>	H	<p><i>Face Coverings and Gloves are available from Medical Room on request by staff who feel they need it. PPE will also be available for Medical and Site Team Staff available Medical Room</i></p> <p>Face Coverings</p> <p>Crofton School to adopt Gov/DFE Guidelines on wearing masks. Feb 22 masks are not required in school however if students</p>		L

				or staff choose to wear them it will not be discouraged.	Updated Feb 22	
Response to suspected/ confirmed case of COVID19 in school	<p>Approach to confirmed COVID19 cases in place: during school day</p> <ul style="list-style-type: none"> • People becoming unwell while on-site or becoming symptomatic whilst on site • Which staff member/s should be informed/ take action • Area established to be used if an individual is displaying symptoms during the school day and needs to be isolated • Cleaning procedure in place • Arrangements for informing parent community in place 	<p><i>High risk of transmission for Staff and Students</i></p> <p><i>What if case fails to report symptoms?</i></p>		<p><i>New PHE Flowcharts provided as guidance for all staff members</i></p> <p><i>If a member of staff or a student becomes unwell in the workplace with coronavirus symptoms they will be sent home and advised to follow Government advice to self-isolate.</i></p> <p><i>Office Space has been identified to act as secure waiting room for collection of Students or members of staff</i></p> <p><i>All surfaces that a symptomatic person has come into contact with must be cleaned and disinfected, especially objects visibly contaminated with body fluids and all potentially contaminated high-contact areas such as toilets</i></p> <p><i>Public areas where a symptomatic individual has passed through and spent minimal time, such as corridors, but which are not</i></p>	<p><i>Ongoing</i></p> <p><i>Updated guidelines Sept 21</i></p> <p><i>Reporting process still relevant</i></p>	<p><i>L</i></p> <p><i>M</i></p>

				<p><i>visibly contaminated with body fluids, can be cleaned thoroughly as normal</i></p> <p><i>Cleaning staff should use disposable cloths or paper roll and a combined detergent disinfectant solution at a dilution of 1000 parts per million available chlorine</i></p> <p><i>Cleaning staff must wear appropriate PPE</i></p> <p><i>Waste from cleaning of areas where possible cases have been (including disposable cloths and tissues) should be “double-bagged” and tied off; it should be placed in a secure holding area for 72 hours before being disposed of in general waste</i></p>		
	<p>Approach to confirmed COVID19 cases in place: outside of school hours</p> <ul style="list-style-type: none"> • Approach to relocating Students away from certain parts of the school to clean, if possible • Cleaning procedure in place 			<p><i>As per guidance at time of case being identified. Inform all relevant staff and students based on report case of Covid 19</i></p> <p><i>Waiting/Holding Room identified for potential cases to be collected by parents.</i></p>	<p>Updated Sept 21</p>	<p>L</p>

	<ul style="list-style-type: none"> • Arrangements for informing parent community in place Contingency Planning for Outbreak			<ul style="list-style-type: none"> • Use SMHW and Teams to be redeployed • Contingency Plan revised in line with new guidance, still applicable (Updated Sept 21) 		
Pupil Re-orientation <i>back into school after a period of closure/ being at home/ Summer Holidays and new guidance</i>	Communication of Plan to Staff/Students/Parents including How it will work, expectations and daily routine			Communication of new arrangements from Sept 1st: SHN letters home to parents/Tutor sessions/ revised website content	Sept 21	L
	Approach and expectations around school uniform determined and communicated with parents.			<i>Business as usual as per recent guidelines</i>	<i>Ongoing</i>	L
	Changes to the school day/timetables shared with parents.			<i>Business as usual as per recent communications</i>		£
	Consideration of the impact of COVID19 on families and whether any additional support may be required: <ul style="list-style-type: none"> • Financial • Increased FSM eligibility • Referrals to social care and support for other identified groups 			<i>Ongoing review of vulnerable students. Safeguarding Leads and SEND Leads reporting into Head regarding status of those identified in various groups</i>	<i>Ongoing process</i>	L
	All students have access to technology and remote learning offer.	<i>What is student doesn't have access to technology</i>			Existing provision is established and well	<i>Ongoing</i>

	Blended approach between physical and remote learning developed, including support for those CYP who are shielding/ clinically vulnerable.			developed and will be monitored.		
	Online/ website support for families and young people around transition.			<i>Covid Section on Website being updated with appropriate information. Update at start of New Term. Heads of Year leading transition for each year group supported by Tutor Team</i>	Ongoing	L
	Student Testing <i>Based on new Gov Guidelines all students must have one negative test before re-entering school. On site testing procedure devised to accommodate this</i>			<i>Year 7,8,9,10,11 all tested Sept 1st for first test. WC Sept 6th 2nd Test as per Government mandate. Test Centre move to Main Hall. All current hygiene procedures from previous test centre in place in hall</i>	Sept 21	
				<i>Once timetable complete distribution of home kits ready to go including online video of how to administer home test.</i>		

Safeguarding	Work with other agencies has been undertaken to support vulnerable students and families.			<i>Safeguarding Team and Family Liaison Officer coordinating with relevant agencies</i>	<i>Ongoing</i>	<i>L</i>
	Current learning plans, revised expectations and required adjustments have been considered.			<i>Review of progress via HoY/SSL's and targeted approach to an identified list of students</i>	<i>Ongoing Sept 21</i>	<i>L</i>
Curriculum / learning environment	Whole school approach to adapting curriculum (S/M/L term), including: <ul style="list-style-type: none"> • Core and Options Curriculum • Wellbeing curriculum • recognising 'non-curriculum' learning that has been done • capturing pupil achievements/ outcomes 			<i>staff are trained and supported in front of classroom delivery style and aware of how best to provide students with additional support.</i> <i>Monitor transition to normal practices</i>	<i>Still relevant Sept 21</i>	<i>L</i>
	Student behaviour policy reviewed and amended where necessary in line with the current circumstances.			<i>Behaviour policy being amended to reflect the new conditions under current restrictions</i>	<i>Amended version Sept 21</i>	<i>L</i>
	Approach to provision of the elements of the EHCP including health/therapies.			<i>PWS managing contact with EHCP Students and requirements within school. Transition of potential Year 7 students currently under review. Reviewing staffing levels for LSA's available. Current Vulnerable Students have been catered for and</i>	<i>Ongoing.</i>	<i>L</i>

				<i>will be targeted and assessed over first few weeks of reopening. Will continue with that provision but scaled up.</i>		
	Annual reviews.			<i>Virtual reviews / Online meeting in place</i>		<i>L</i>
Students with SEND	Requests for assessment.			<i>Remote working practices have been in place since lockdown</i>	<i>Ongoing</i>	<i>L</i>
	Approach to supporting attendance for prioritised year groups determined.			<i>Vulnerable Students being monitored. Those attending current provision and those being encouraged to attend.</i>	<i>Ongoing</i>	<i>L</i>
	Approach to support for parents where rates of persistent absence were high before closure.			<i>Contact with parents being delivered by Heads of Year and Tutors of those identified with attendance issues</i>	<i>Ongoing</i>	<i>L</i>
Communication	Pupil communications around: <ul style="list-style-type: none"> • Changes to timetable • Social distancing arrangements • Staggered start times • Expectations when in school and at home Travelling to and from school safely			<i>Continuous communication to parents and students regarding Covid-19 Arrangements and expectations</i>	<i>Updated Sept 21</i> <i>Ongoing</i>	<i>L</i>
	<ul style="list-style-type: none"> • On-going regular communication plans determined to ensure 			<i>Letters, website updates, social media</i>	<i>Ongoing</i>	<i>L</i>

	parents are kept well-informed					
Governors/ Governance	Meetings and decisions that need to be taken prioritised.			<i>Based on new guidance decisions will be made on format of governing body meetings. Virtual or In school</i>	<i>Ongoing</i>	<i>L</i>
	Governors are clear on their role in the planning and re-opening of the school, including support to leaders. Approach to communication between Leaders and governors is clear and understood.			<i>Potential for Sub-Committee (HSP) to be involved in monitoring of Risk Assessment and delivery of plan</i>	<i>Ongoing</i>	<i>L</i>
School events, including trips	The school's annual calendar of events has been reviewed and decisions made on cancelling or going ahead with events in the immediate term, including school trips.			<i>Events individually risk assessed to manage balance of in person / virtual as appropriate Consulting with Travel providers regarding planned trips. Potential financial risk from cancellations. Managing on a case by case basis. Process managed through Finance Dept.</i> <ul style="list-style-type: none"> <i>Ski Trip Feb 2022</i> <i>Opening Evening (Sept 21)</i> <ul style="list-style-type: none"> <i>Wearing a face covering in all indoor areas, unless exempt.</i> 	<i>Ongoing</i> <i>Updated Sept 21</i>	<i>L</i>
		<i>Onsite Events</i> <i>Controlling number of non frequent visitors to Crofton School to reduce potential</i>				

		<i>spread of Covid and maintain safety of staff, students and parents attending event</i>		<p><i>(Year 6 visitors are exempt).</i></p> <ul style="list-style-type: none"> <i>Observe the one-way system where applicable.</i> <i>Not entering rooms where the capacity is reached.</i> <i>Signs outside each room will indicate how many people can be in each room.</i> <i>Only entering the Main Hall at the time shown on your ticket.</i> <i>Making frequent use of the hand sanitisers provided.</i> 		
	Additional costs incurred due to COVID19 are understood and clearly documented.			<i>Ongoing collation of costs as a direct result of Covid 19. Being managed between Finance Dept and HR</i>	<i>HCC setting deadlines for claims</i>	<i>L</i>
	Any loss of income understood, including the impact of lettings and the financial implications of possibly not restarting.			<ul style="list-style-type: none"> <i>Included as part of budget exercise which is being signed off by FGB.</i> 	<i>Part of monthly reporting schedule</i>	<i>L</i>
Finance	Insurance claims, including visits/trips booked previously.			<i>Currently being managed by Finance Dept. Managing on a case by case basis.</i>	<i>Ongoing</i>	<i>L</i>
	Consideration given to any support that may be brokered through working together, for example, partnerships, trusts etc.			<i>Head and other Leaders reaching out to other schools to share experiences,</i>	<i>Ongoing</i>	<i>L</i>

				<i>interpretation of current guidance, lessons learnt.</i>		
	Any funding made available by the Government?	<i>Tracking spend related to Covid 19</i>		<i>Set up SIO Codes for different types of spend. Resources/Staffing/Catch up</i>	<i>Ongoing</i>	<i>L</i>

Working Copy